

6 Revised Budgets

This module provides the user the ability to submit revised budgets for previously submitted proposals that have not been awarded. The *Forwarded by PI Screen* (Figure 1) tab will appear to users when they are in the revised budget module.

The *Forwarded by PI Screen* (Figure 1) tab provides information on revised budgets that have yet to be submitted. For each budget criteria the following is displayed:

- Proposal ID
 - Title
 - Revision Number
- Click on the column title of any criteria to sort documents. The actions edit, refresh, and submit (large circle in Figure 1) can be performed to each revised budget based on the user’s access level.

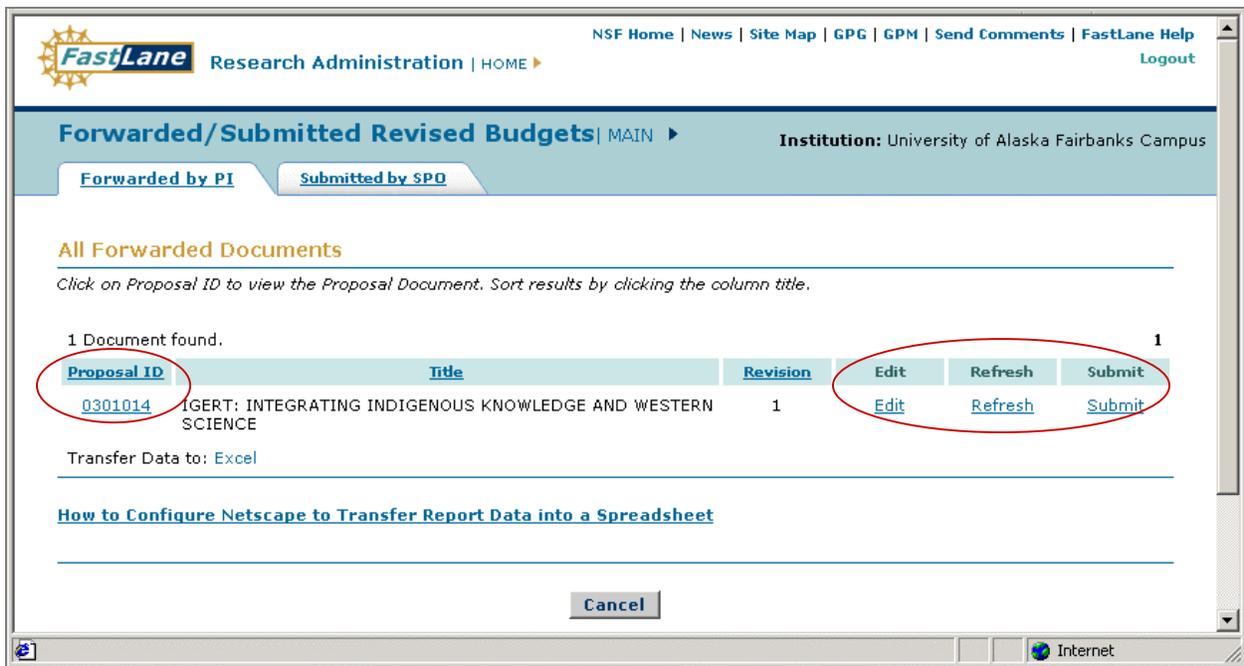


Figure 1. Revised Budgets Main screen

- To view individual aspects of each budget, click on the corresponding Proposal ID number (small circle in Figure 1) representing that document.
- This link will display a *View/Print Revised Budget(s) Screen* (Figure 2) for all revisions related to the submitted proposal.

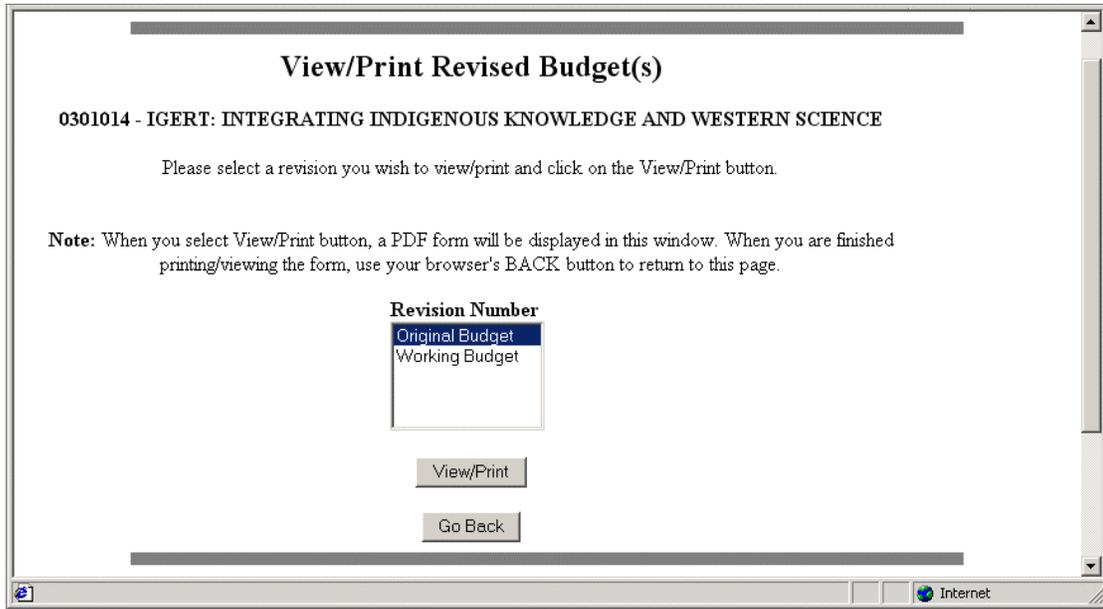


Figure 2. View/Print Revised Budget(s) screen

- Viewed each version by selecting the required version and clicking on **View/Print**.

Edit, Refresh, and Submit a Revised Budget Forwarded by PI to NSF

The revised budgets forwarded by the PI have the ability to be Edited, Refreshed, or Submitted.

- **Edit.** Clicking on the Edit link (in large circle of Figure 1) causes the *Edit Project Budget Screen* (Figure 3) to appear. The following information is displayed:
 - Organization
 - Year
 - Amount
 - Last modified date

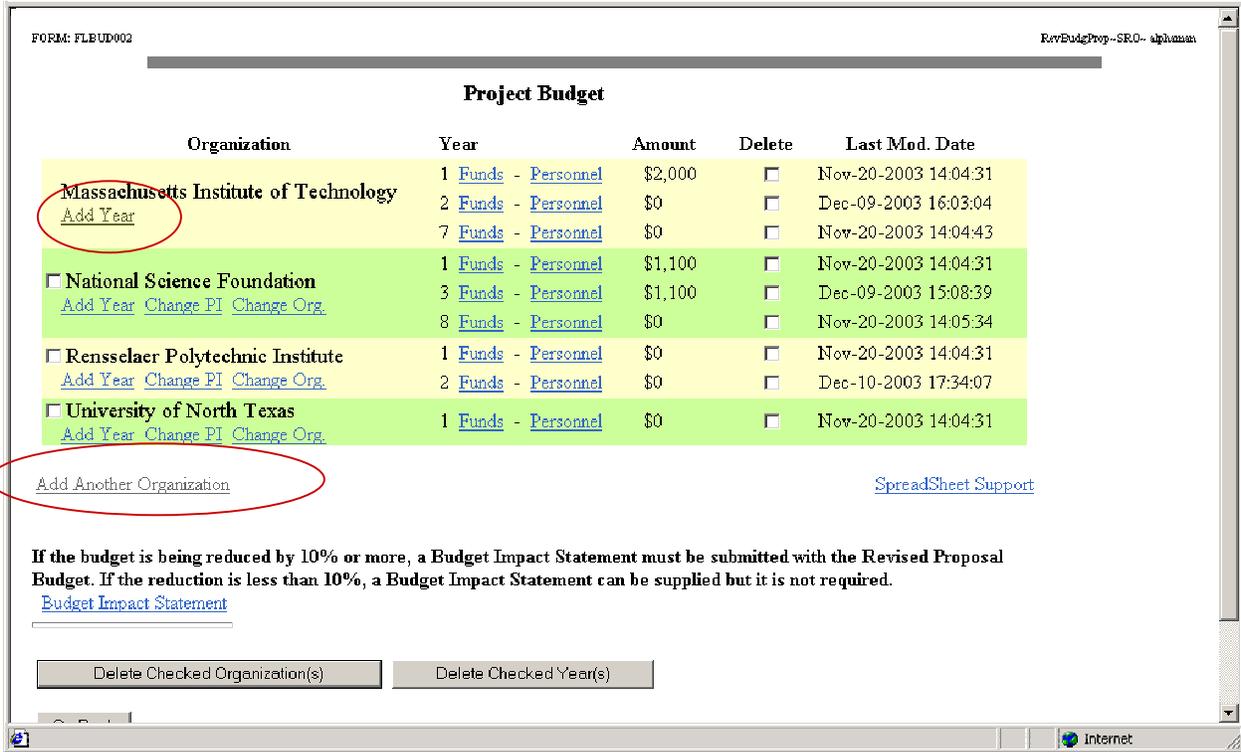


Figure 3. Edit Project Budget Screen

To add an organization, complete the following steps:

1. Click on the Add Another Organization link (large circle in Figure 3).
2. An Add Organization Screen (Figure 4) will appear.
3. Enter in the organization name and click **Search by Name**

Or

Enter in the DUNS and click **Search by DUNS**.

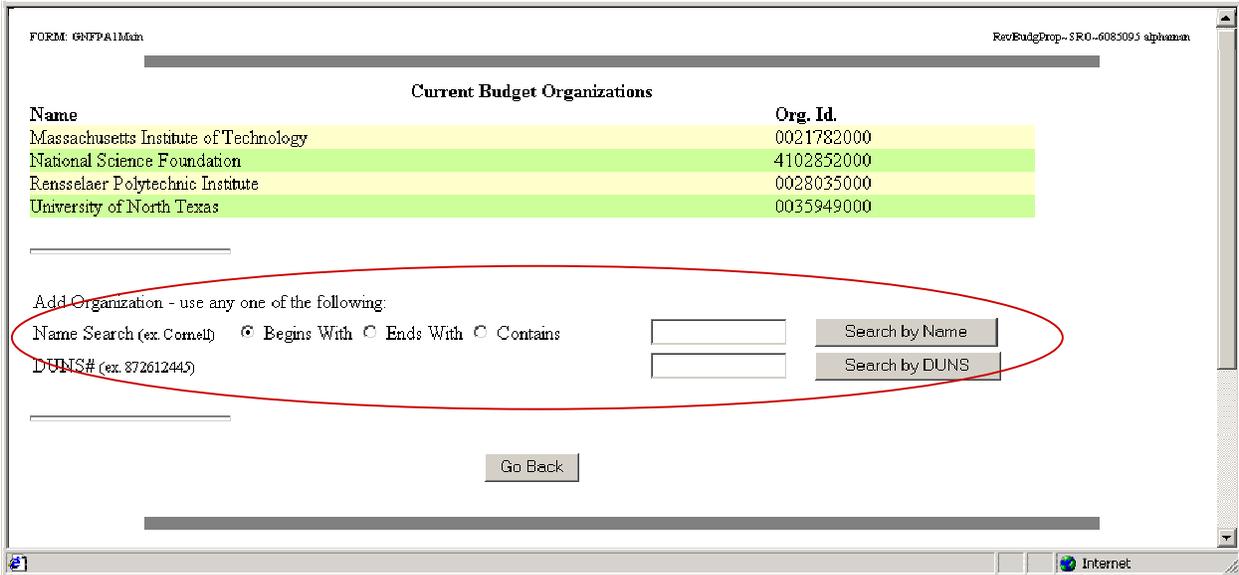


Figure 4. Enter Organization Name

4. A Name – Inst ID screen will appear (Figure 5) to highlight your selection. Click on **Select**.

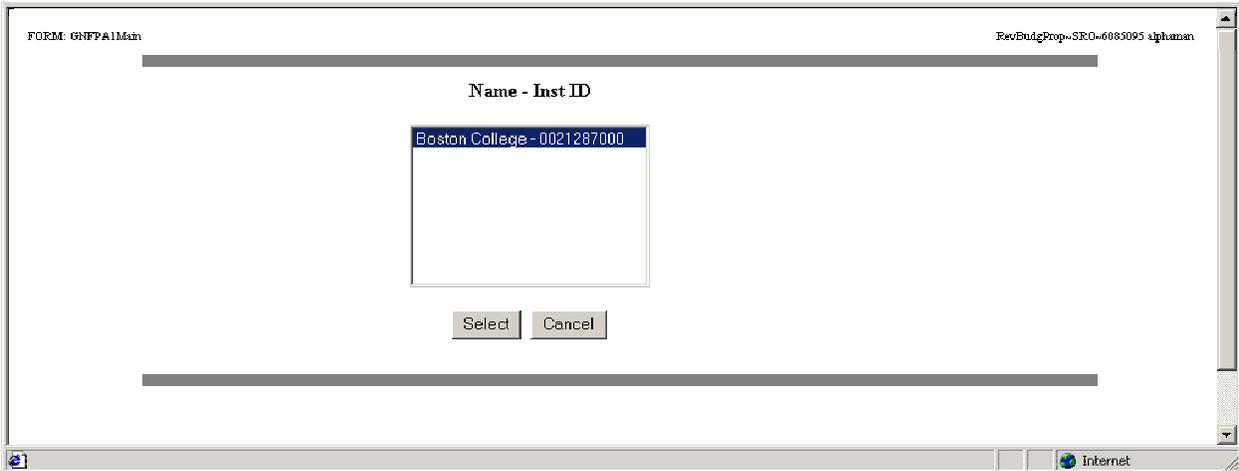


Figure 5. Name – Inst ID

5. An updated screen will appear with the new institution (Figure 6).

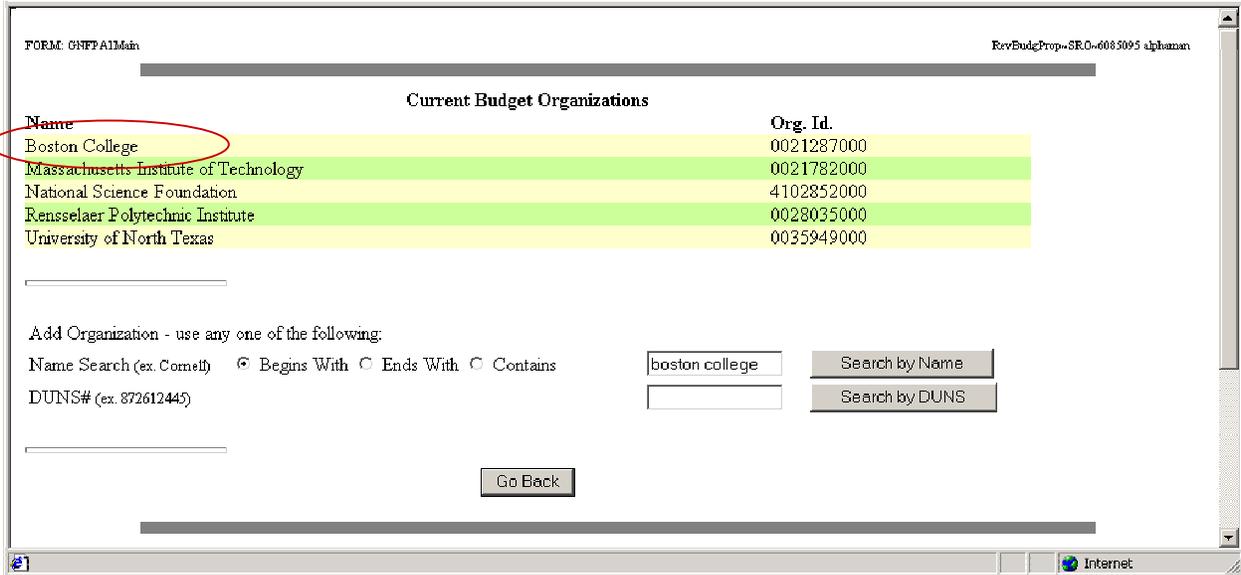


Figure 6. Updated Organization Screen

To add additional budget years, complete the following steps:

1. Click on the Add Year link (small circle in Figure 3) next to the corresponding organization.
2. An Add Year Screen will appear (Figure 7).

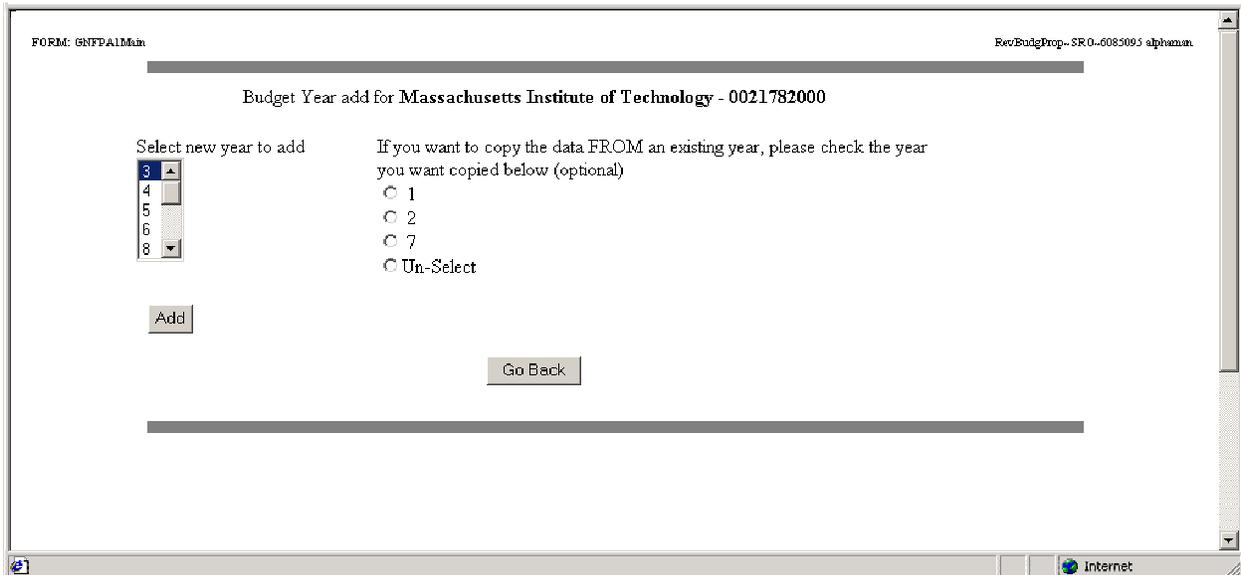


Figure 7. Add Year Screen

3. Select the number years from the drop down list and click **Add**. "3" was selected in this example.

4. The update screen showing your new budget year will appear (Figure 8).

FORM: GNEFAIMain RevBudgProp-REQ-0085095 alphaman

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
Boston College Add Year	1 Funds - Personnel	\$0	<input type="checkbox"/>	Dec-11-2003 17:08:37
<input type="checkbox"/> Massachusetts Institute of Technology Add Year Change PI Change Org.	1 Funds - Personnel	\$2,000	<input type="checkbox"/>	Nov-20-2003 14:04:31
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Dec-09-2003 16:03:04
	3 Funds - Personnel	\$0	<input type="checkbox"/>	Dec-11-2003 17:05:52
<input type="checkbox"/> National Science Foundation Add Year Change PI Change Org.	7 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:43
	1 Funds - Personnel	\$1,100	<input type="checkbox"/>	Nov-20-2003 14:04:31
<input type="checkbox"/> Rensselaer Polytechnic Institute Add Year Change PI Change Org.	3 Funds - Personnel	\$1,100	<input type="checkbox"/>	Dec-09-2003 15:08:39
	8 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:05:34
	1 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:31
<input type="checkbox"/> University of North Texas Add Year Change PI Change Org.	2 Funds - Personnel	\$0	<input type="checkbox"/>	Dec-10-2003 17:34:07
	1 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:31

[Add Another Organization](#) [SpreadSheet Support](#)

If the budget is being reduced by 10% or more, a Budget Impact Statement must be submitted with the Revised Proposal Budget. If the reduction is less than 10%, a Budget Impact Statement can be supplied but it is not required.

[Budget Impact Statement](#)

Internet

Figure 8. New Budget Year

To delete an organization or year complete the following steps:

1. Select check boxes next to the organization or year.
2. Click **Delete Checked Organization(s)** or **Delete Checked Year(s)** (circled in Figure 9).

FORM: FLBUD002 RevBudProp-SRO- alphaman

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
Massachusetts Institute of Technology Add Year	1 Funds - Personnel	\$2,000	<input type="checkbox"/>	Nov-20-2003 14:04:31
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Dec-09-2003 16:03:04
	7 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:43
<input type="checkbox"/> National Science Foundation Add Year Change PI Change Org.	1 Funds - Personnel	\$1,100	<input type="checkbox"/>	Nov-20-2003 14:04:31
	3 Funds - Personnel	\$1,100	<input type="checkbox"/>	Dec-09-2003 15:08:39
	8 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:05:34
<input type="checkbox"/> Rensselaer Polytechnic Institute Add Year Change PI Change Org.	1 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:31
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Dec-10-2003 17:34:07
<input type="checkbox"/> University of North Texas Add Year Change PI Change Org.	1 Funds - Personnel	\$0	<input type="checkbox"/>	Nov-20-2003 14:04:31

[Add Another Organization](#) [SpreadSheet Support](#)

If the budget is being reduced by 10% or more, a Budget Impact Statement must be submitted with the Revised Proposal Budget. If the reduction is less than 10%, a Budget Impact Statement can be supplied but it is not required.

[Budget Impact Statement](#)

Internet

Figure 9. Delete Organization or Year

- **Refresh.** This function provides the option to refresh to the last submitted budget. The option will permanently delete the current working budget, an action that cannot be undone. Complete the following steps to Refresh.
 1. Click on the Refresh link (in large circle of Figure 1) to view the *Refresh to Last Submitted Budget Screen* (Figure 10).
 2. Click **Refresh** to continue or **Go Back** to return to Figure 1.

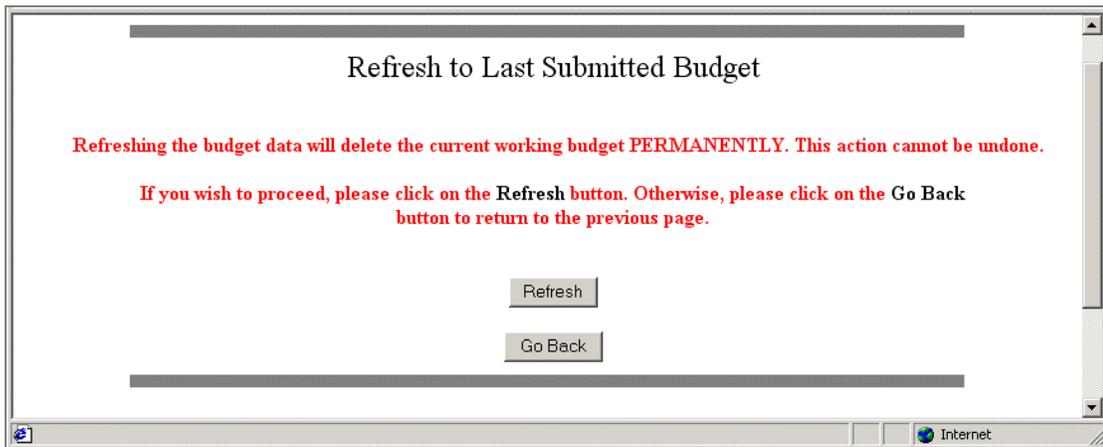


Figure 10. Refresh to Last Submitted Budget Screen

- **Submit.** This function submits the revised budget, and establishes it as the new permanent budget. Complete the following steps to submit:
 1. Click on the Submit link (in large circle of Figure 1).
 2. The *Submit the Revised Budget Screen* (Figure 11) will appear. This screen shows a screen for an SPO that has AOR authority.

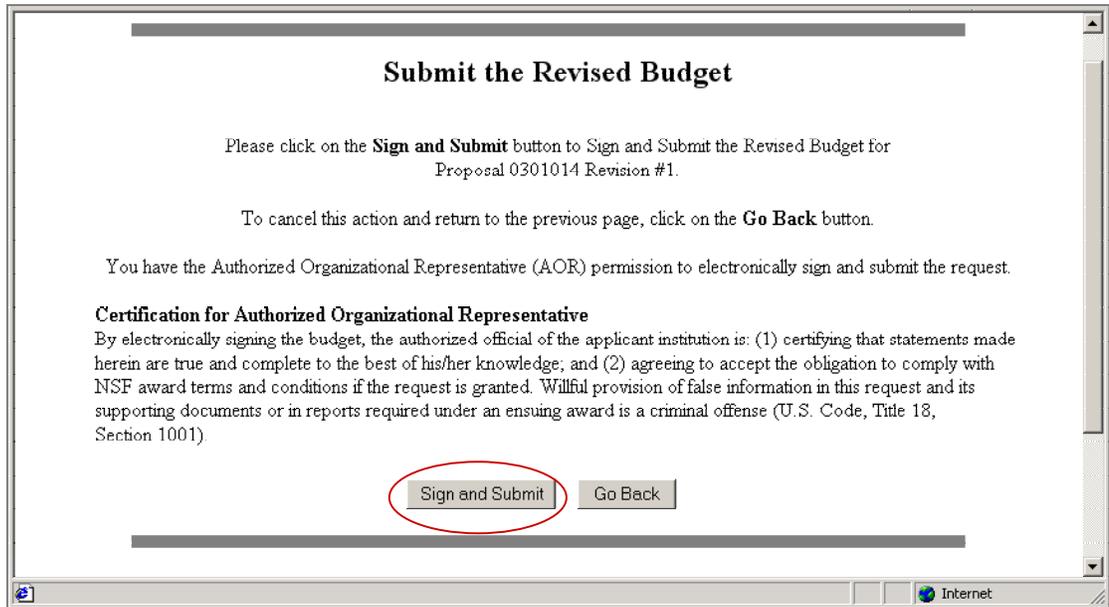


Figure 11. Submit the Revised Budget Screen

3. Click on **Sign and Submit** (circled in Figure 11) or **Cancel** to go back to the *Revised Budgets Main Screen* (Figure 1).

View a Revised Budget Submitted by SPO to NSF

The *Submitted by SPO Screen* (Figure 12) tab displays all the revised budget documents that have been submitted to NSF. Each document will display:

- Proposal ID
- Title
- Revision number

The list can be sorted by any of these options by clicking on the description column titles.

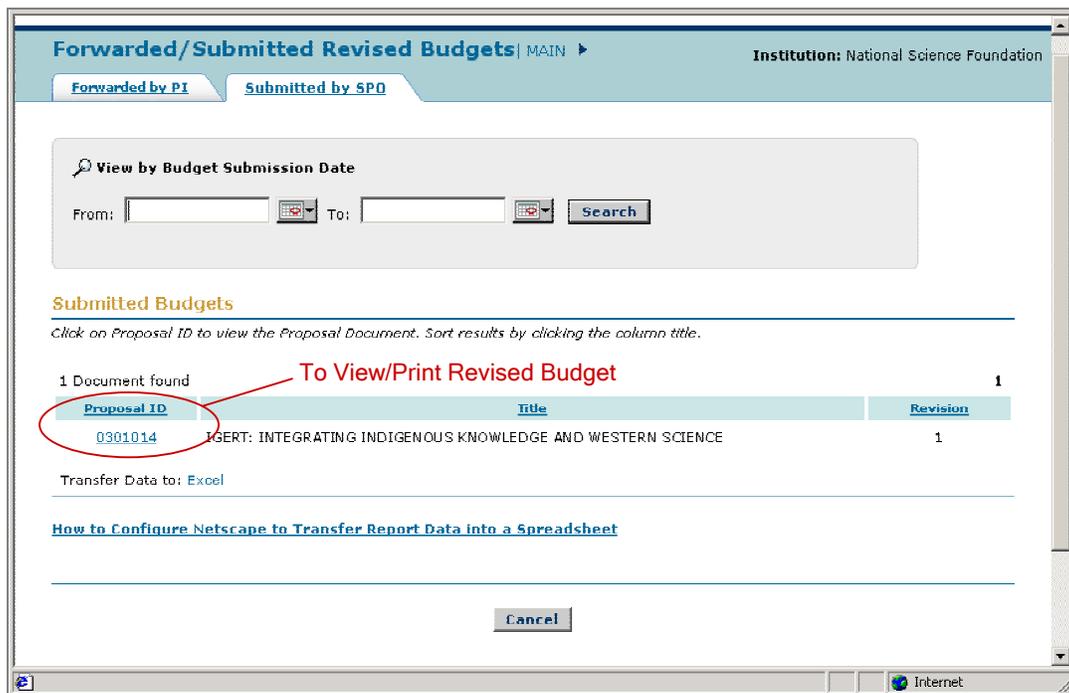


Figure 12. Submitted by SPO

To view a revised budget, complete the following steps:

1. Click on the corresponding Proposal ID number (circled in Figure 6) representing that document to view the individual aspects of each submitted budget. This link will display a *View/Print Revised Budget(s) Screen* (Figure 2) for all revisions.
2. The *View by Budget Submission Date* option provides users with the capability to enter a date range that will return all of the documents meeting those criteria. Located above *Submitted Budgets* in Figure 6, this option provides a search option for revisions based on budget submission date.
 - Enter the From and To Dates
 - Or
 - Select dates from the calendar menus and click **Search**.